

EXECUTIVE DIRECTOR OF EQUITY ASSURANCE

This is administrative work in providing leadership, expertise, direction and management over the hybrid Equity Assurance Office to provide equity and diversity for the employees and students of the University of Hawai'i. The work includes the provision for fair and neutral compliance to uphold the letter and intent of anti-discrimination and harassment on the basis of protected categories outlined in federal laws including Title VII, ADA, Title IX, VAWA, Clery Act, and related State laws and regulations, including Act 208, Session Laws 2016. This position will develop and implement policies, procedures and guidance; oversee the university's overall compliance with federal and state laws and university policies; build effective working relationships and represent the best interests of the University and its senior leadership with internal and external groups and stakeholders; oversee agreements, partnerships and relationships with internal and external organizations; oversee consistency in provision of fair and neutral process and practices across the system; and model an effective education, outreach, case management and supportive measure program, including a data management and reporting system. The work requires knowledge and understanding of the implications of compliance and non-compliance relating to law and policy, and effective written and verbal skills in collaboratively working with diverse and numerous constituents and other stakeholders.

At the system-wide level, the work involves developing system-wide policy and procedures to advance equity, diversity and compliance; establishing system-wide training initiatives and related programs towards prevention and education; providing tools and procedures to ensure consistent compliance across the UH campuses; and gathering, researching and analyzing data system-wide for use in statistical calculations and reporting to assess climate and to meet federal and state requirements, including workforce analysis reports and EEO/AA data. For the UH Mānoa campus, the work involves the oversight of discrimination complaints for UH system and UH Mānoa, with responsibility for effective case management and supportive measures. This position is also responsible for delivering the equal opportunity, affirmative action, disability and Title IX compliance programs for the UH system offices and UH Mānoa. Work involves extensive knowledge of the principles and intent of equal opportunity, affirmative action, disability, Title IX and other related laws, rules and regulations. The class manages and directs the work of direct reports within the office and ensures goals are achieved. Work is reviewed by the Vice President for Administration on results obtained.

The establishment of the class Executive Director of Equity Assurance is approved effective

October 20, 2022



David Lassner, UH President

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